Online Help on Nursing Home Span Information (NUHS)

This document contains the General Directions for using the online help on NUHS. In addition, it also contains two examples of what you'll see when using online help to locate a code for a facility.

General Directions and Reminders

1. Press **F1** in the CODE field on NUHS.
2. Press **F8** to the index page that displays the county name for which you need a nursing home code.
3. Enter the **Line Number** for that county in the **Scroll** field.
4. Press **F8**.
5. Note: If you want to continue to page through the help window, change the Scroll field back to 010 and then use F8 to scroll down or F7 to scroll up.

Remember, the Line Numbers will be updated **each time** a nursing home change occurs. And in order for the scrolling to work properly, you must enter the Line Number on the index page that displays that county name and line number.

Example 1: Counties between Beaverhead and Meagher, alphabetically
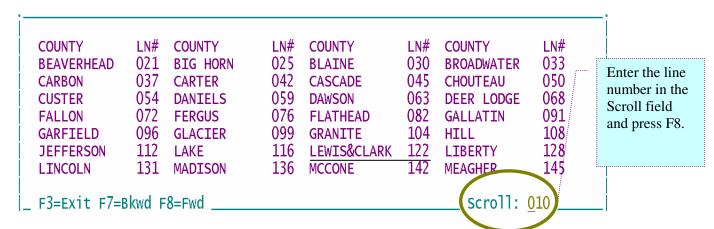
1. Press F1 in any of the CODE fields on the NUHS screen. You will see the Nursing Home Codes online help window, which contains directions for using the help.

```
    FIELD: NURSING HOME CODES - LISTED BY COUNTY
 NURSING HOME FACILITIES IN EACH COUNTY ARE LISTED BELOW. THE FACILITY
 CODE WILL APPEAR TO THE LEFT OF THE FACILITY NAME. FACILITIES CLOSED
 WITHIN THE LAST 6 MONTHS WILL BE LISTED AT THE END OF ON-LINE HELP.

 USE THE FOLLOWING INDEX TO JUMP TO THE DESIRED COUNTY. SIMPLY TYPE THE
 LINE NUMBER CORRESPONDING WITH THE COUNTY NAME IN THE SCROLL FIELD (IN
 LOWER RIGHT CORNER OF THIS HELP WINDOW), AND PRESS F8. THIS WILL ACCESS
 THE LIST OF NURSING HOMES IN A SPECIFIC COUNTY. TYPE '010' IN THE
 SCROLL FIELD AND PRESS F7 OR F8 TO SCROLL THROUGH THE NURSING HOMES.
 F3=Exit F8=Fwd _____ Scroll: 010 _____
```
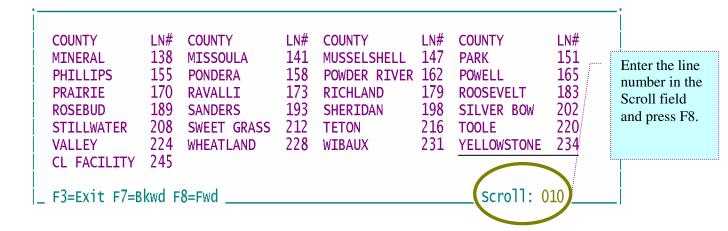
2. Press **F8** to page down to the first page of the alphabetical county index (shown below). This page of the index lists the county name with a corresponding line number for Beaverhead through Meagher counties. Note: You must be on **this** page of the index in order for these scroll numbers to work.

```
 COUNTY        LN#  COUNTY       LN#  COUNTY       LN#  COUNTY       LN#
 BEAVERHEAD    021  BIG HORN     025  BLAINE       030  BROADWATER   033
 CARBON        037  CARTER       042  CASCADE      045  CHOUTEAU     050
 CUSTER        054  DANIELS      059  DAWSON       063  DEER LODGE   068
 FALLON        072  FERGUS       076  FLATHEAD     082  GALLATIN     091
 GARFIELD      096  GLACIER      099  GRANITE      104  HILL         108
 JEFFERSON     112  LAKE         116  LEWIS&CLARK  122  LIBERTY      128
 LINCOLN       131  MADISON      136  MCCONE       142  MEAGHER      145

 F3=Exit F7=Bkwd F8=Fwd                                  Scroll: 010
```

Enter the line number in the Scroll field and press F8.

3. For example: Let's say you need the code for a nursing home in Lewis & Clark County. Rather than scrolling down several times using F8, you can use the index to update the Scroll field. The Lewis and Clark nursing home codes start on line 122. To access line 122 quickly, simply type 122 in the Scroll field of the Index help window, and press **F8.**

```
        LEWIS & CLARK COUNTY - 25
         310709  BIG SKY CARE CENTER
         310804  COONEY CONVALESCENT HOME
         310658  ROCKY MOUNTAIN CARE CENTER
        4106427  SHODAIR RESIDENTIAL TREATMENT CENTER


        LIBERTY COUNTY - 26
         312858  LIBERTY COUNTY NURSING HOME


        LINCOLN COUNTY - 27
 F3=Exit F7=Bkwd F8=Fwd                        Scroll: 122
```

If you need to scroll further, type 010 here and press F8 to scroll down or F7 to scroll up.

Example 2: Counties between Mineral and Yellowstone alphabetically, and the Closed Facilities

1. Press F1 in any of the CODE fields on the NUHS screen. You will see the Nursing Home Codes online help window which contains directions for using the help.

```
     FIELD: NURSING HOME CODES - LISTED BY COUNTY
 NURSING HOME FACILITIES IN EACH COUNTY ARE LISTED BELOW. THE FACILITY
 CODE WILL APPEAR TO THE LEFT OF THE FACILITY NAME. FACILITIES CLOSED
 WITHIN THE LAST 6 MONTHS WILL BE LISTED AT THE END OF ON-LINE HELP.

 USE THE FOLLOWING INDEX TO JUMP TO THE DESIRED COUNTY. SIMPLY TYPE THE
 LINE NUMBER CORRESPONDING WITH THE COUNTY NAME IN THE SCROLL FIELD (IN
 LOWER RIGHT CORNER OF THIS HELP WINDOW), AND PRESS F8. THIS WILL ACCESS
 THE LIST OF NURSING HOMES IN A SPECIFIC COUNTY. TYPE '010' IN THE
 SCROLL FIELD AND PRESS F7 OR F8 TO SCROLL THROUGH THE NURSING HOMES.
 F3=Exit F8=Fwd _____ Scroll: 010 _____
```

2. Press F8 to page down to the first page of the alphabetical county index (shown below). This page of the index lists the county name with a corresponding line number for Beaverhead through Meagher counties.

```
 COUNTY        LN#  COUNTY       LN#  COUNTY       LN#  COUNTY        LN#
 BEAVERHEAD    021  BIG HORN     025  BLAINE       030  BROADWATER    033
 CARBON        037  CARTER       042  CASCADE      045  CHOUTEAU      050
 CUSTER        054  DANIELS      059  DAWSON       063  DEER LODGE    068
 FALLON        072  FERGUS       076  FLATHEAD     082  GALLATIN      091
 GARFIELD      096  GLACIER      099  GRANITE      104  HILL          108
 JEFFERSON     112  LAKE         116  LEWIS&CLARK  122  LIBERTY       128
 LINCOLN       131  MADISON      136  MCCONE       142  MEAGHER       145

 F3=Exit F7=Bkwd F8=Fwd _____ Scroll: 010 _____
```

3. Press F8 again, to display the second page of the index, containing Mineral through Yellowstone counties.

```
 COUNTY      LN#  COUNTY        LN#  COUNTY        LN#  COUNTY       LN#
 MINERAL     138  MISSOULA      141  MUSSELSHELL   147  PARK         151
 PHILLIPS    155  PONDERA       158  POWDER RIVER  162  POWELL       165
 PRAIRIE     170  RAVALLI       173  RICHLAND      179  ROOSEVELT    183
 ROSEBUD     189  SANDERS       193  SHERIDAN      198  SILVER BOW   202
 STILLWATER  208  SWEET GRASS   212  TETON         216  TOOLE        220
 VALLEY      224  WHEATLAND     228  WIBAUX        231  YELLOWSTONE  234
 CL FACILITY 245

 F3=Exit F7=Bkwd F8=Fwd _____   Scroll: 010
```

Enter the line number in the Scroll field and press F8.

4. For example: Let's say you need the code for a nursing home in Yellowstone County. Rather than scrolling down **several** times using F8, you can use this page of the index and update the Scroll field. The Yellowstone nursing home codes start on line 234. To access line 234 quickly, simply type 234 in the Scroll field of the Index help window, and press **F8.**

```
      YELLOWSTONE COUNTY - 56
       310369  ASPEN MEADOWS - BILLINGS
       312208  EAGLE CLIFF MANOR
       310046  EVERGREEN BILLINGS HLTH & REHAB CTR
       310114  EVERGREEN LAUREL HEALTH & REHAB CTR
       310193  PARKVIEW CARE CENTER
       310206  ST. JOHN'S LUTHERAN HOME
       312689  VALLEY HEALTH CARE CENTER
       318760  BILLINGS HEALTH AND REHAB. COMMUNITY
      4104880  YELLOWSTONE TREATMENT CENTER
 F3=Exit F7=Bkwd F8=Fwd _____   Scroll: 234
```

If you need to scroll further, type 010 here and press F8 to scroll down or F7 to scroll up.